

POLITICAL/ECONOMIC ASSISTANT

DUTIES AND RESPONSIBILITIES

- Draft factual and analytical reporting cables on human rights issues, parliamentary hearings, religious freedom, trafficking in persons and ESTH issues. Serve as lead drafter for USG mandated reports including the Human Rights, the International Religious Freedom, Trafficking in Persons and Forced Child Labor reports, and provide input for other reports as necessary.
- Monitor/ Research political and economic issues, including media, TV, publications in these areas.
- Arrange meetings/schedules/itineraries for in-country travel of Front Office and P/E section, provide background briefings, and interpret as necessary. Serve as protocol backup as necessary.

Analysis, Advise and Reporting

40%

- Draft (in English) factual and analytical reporting cables on external political developments, parliamentary hearings, religious freedom, ESTH issues and their effects on USG priorities including identifying appropriate courses of action. In addition to factual accounts, reports may feature analyses, forecast of future developments, and recommendations on possible USG courses of action. Issues covered also include: new legislation, inter-party relationship, foreign relations, minority and human rights, human trafficking, labor, municipal government, police and judiciary reform, economic environment and reform, commercial development, and biographic information on significant figures.
- Serve as lead drafter for USG mandated reports including the International Religious Freedom, Trafficking in Persons and Forced Child Labor reports, provide input for other reports as necessary.
- Research political and economic issues using a wide range of sources (including media, publications, public and private meetings, established and new contacts).
- Throughout the year, collect, evaluate, and collate inputs for annual State Departments reports.
- Propose invitees from government, political parties, and NGOs for official events and international programs.

Monitoring of Political and Economic Issues

35%

- With senior political and economic specialists, monitor political and economic scene to maintain a thorough understanding of underlying dynamics and possible officials. Must evaluate information gathered, and independently verify information that the incumbent does not deem reliable.
- Attend Parliament sessions, conferences, press conferences, legislative sessions, political party conventions, and other events as directed.
- As backup to senior political and economic assistants, develop and maintain a range of contacts, including government and party officials, to obtain political and economic views, analyses and other information, both open and privileged.

Arranging Meetings and Accompanying American Officers

25%

- With senior political and economic assistants, arrange meetings with Montenegrin officials and others for Ambassador, DCM, Pol/Econ officers, other Embassy officers, and visiting USG officials.
- Act as official interpreter/translator and note-taker in meetings with Montenegrin officials, party leaders, NGOs, and others. Interpretation may be simultaneous or consecutive, as directed, sometimes on sensitive issues in meetings with senior government officials when the ability to discern and communicate nuances is important.
- Write factual and analytic reports on meetings.